



## **JOB SPECIFICATION**

### **Warehouse Operative**

The right candidate should be able to work in a busy, physically demanding role dealing with all aspects of working in a warehouse environment, including, picking orders, dealing with queries, processing incoming and outgoing stock. You will possess a positive can-do attitude, as you will play an important role in ensuring our warehouse operates with optimum accuracy and efficiency.

### **Duties and Responsibilities**

- Assist with all shipping, receiving, and inventory organisation operations
- Work under supervision and direction of Warehouse Managers / Supervisors
- Help to efficiently carryout all product loading and unloading tasks
- Fulfil and track incoming and outgoing orders
- Receive and process new stock, ensuring contents match manifest documents
- Inspect stock for defects, damages, or missing items, reporting issues to QA
- Unload, and locate products in appropriately designated areas
- Maintaining cycle count of all warehouse inventories and reporting discrepancies to the supervising manager.
- Label stock for quick and easy identification and retrieval
- Prepare, package, and label goods for shipment
- Double-check items to verify accuracy of outgoing orders
- To ensure daily order targets are met, and be prepared to work on until these are achieved
- Ensure equipment is kept clean and maintained to ensure it is in good working order
- Follow all warehouse policies and standard operating procedures (SOPs)
- Adhere to strict health and safety rules and regulations at all times
- Wear protective clothing and equipment as required
- Work with other warehouse team members to effectively complete assigned tasks
- All work is time critical, and there is a requirement to stay until the daily picking targets have been met.

## **Skills and Specifications**

- Should be physically fit, and have the ability to lift heavy materials.
- Should have the ability to competently and effectively manage time and complete assigned work.
- Should be a team player and have the ability to co-ordinate and communicate with fellow workers.
- Good numeracy skills
- Computer literate
- Flexible and open to shift work and possible extended hours when workload dictates
- Dependable and responsible
- Strong work ethic
- Supportive of Company goals and aspirations.

## **Qualifications**

- Previous warehouse experience preferred
- Forklift certification and/or ability to successfully complete forklift training
- Possess a positive attitude and a flexible approach.

